

**ATTACHMENT G: Sample Task Rating Scales**

The following are sample rating scales intended to demonstrate the type of task ratings required in conducting a job analysis; however, the scales presented are examples only. There are a number of other scales that would meet the rating requirements outlined in *Section 2200*.

## Rating the importance of task performance

### Sample Scale 1

Importance scale:  
(State Personnel Board)

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- 0 Does Not Apply** This task is not an essential function of the job, **or** is not performed on the job, **or** is trivial to successful job performance.
  - 1 Moderately Important** Satisfactory performance of this essential task is MODERATELY IMPORTANT to successful job performance.
  - 2 Very Important** Satisfactory performance of this essential task is VERY IMPORTANT to successful job performance.
  - 3 Critical** Satisfactory performance of this essential task is CRITICAL to successful job performance.
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#### Interpreting rating data from *Importance Scale*

By scale definition, the tasks identified as essential functions of the job/job classification are those tasks that receive scale ratings of at least 1. Tasks that are rated 0 are either not performed on the job, or if they are performed on the job, (1) they are not considered essential functions of the job, or (2) they are trivial to successful job performance. To comply with provisions of the ADA, only those tasks that are identified as essential functions of the job/job classification should be considered in the selection-related activities.

When using an independent rating approach with multiple SMEs providing independent ratings for each task, those tasks that receive a rating of 1 or greater from at least 50 percent of the respondents can be considered essential functions of the job/job classification.

When using a consensus rating approach, those tasks rated 1, 2, or 3 can be considered essential functions of the job/job classification.

**Sample Scale 2**

Criticality of the Task scale:  
(WRIPAC, 1993)

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- 0** This task is NOT PERFORMED on the job or is TRIVIAL to acceptable performance on the job.
- OR
- The task is a **non-essential** function of the job.
- 1** Satisfactory performance of this task is IMPORTANT to acceptable performance on the job, and this task is an **essential** function of the job.
- 2** Satisfactory performance of this task is CRUCIAL to overall acceptable performance of the job, and this task is an **essential** function of the job.
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Interpreting rating data from *Criticality of the Task Scale*

By scale definition, the tasks identified as essential functions of the job/job classification are those tasks that receive scale ratings of at least 1. Tasks that are rated 0 are either not performed on the job, or if they are performed on the job, they are not considered essential functions of the job. To comply with provisions of the ADA, only those tasks that are identified as essential functions of the job/job classification should be considered in the selection-related activities.

When using an independent rating approach with multiple SMEs providing independent ratings for each task, those tasks which receive a mean rating of .5 or greater can be considered essential functions of the job/job classification.

When using a consensus rating approach, those tasks rated 1 or 2 can be considered essential functions of the job/job classification.

**Rating the frequency of task performance****Sample Scale 1**

Frequency of performance scale:

*(State Personnel Board)*

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- |          |   |
|----------|---|
| <b>0</b> | <b>Does Not Apply</b> This task is not an essential function of the job, <b>or</b> this task is not performed on the job. |
| <b>1</b> | <b>Rarely</b> This essential task is RARELY performed compared to other tasks performed on the job.                       |
| <b>2</b> | <b>Occasionally</b> This essential task is OCCASIONALLY performed compared to other tasks performed on the job.           |
| <b>3</b> | <b>Frequently</b> This essential task is FREQUENTLY performed compared to other tasks performed on the job.               |
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Interpreting rating data from *Frequency of performance scale*

By scale definition, the tasks “most frequently performed” are those with scale ratings of 2 or 3, meaning that when performed on the job, the tasks are performed at least occasionally.

When using an independent rating approach with multiple SMEs providing independent ratings for each task, those tasks which receive a mean rating of 1.5 or greater can be considered the “most frequently performed” tasks of the job/job classification.

When using a consensus rating approach, those tasks rated 2 or 3 can be considered the “most frequently performed” tasks of the job/job classification.

**Sample Scale 2**

Relative Time Spent scale:  
(WRIPAC, 1993)

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- 0** Task is NOT PERFORMED at all on the job.
  - 1** Task is performed RARELY on the job.
  - 2** Task is performed OCCASSIONALLY on the job.
  - 3** Task is performed FREQUENTLY on the job.
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Interpreting rating data from *Relative Time Spent* scale

By scale definition, the tasks “most frequently performed” are those with scale ratings of 2 or 3, meaning that when performed on the job, the tasks are performed at least occasionally.

When using an independent rating approach with multiple SMEs providing independent ratings for each task, those tasks which receive a mean rating of 1.5 or greater can be considered the “most frequently performed” tasks of the job/job classification.

When using a consensus rating approach, those tasks rated 2 or 3 can be considered the “most frequently performed” tasks of the job/job classification.